

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer

OFFICE OF RESEARCH AND ANALYSIS



NOTICE OF NEW DELIVERY PROCEDURES

FROM: Office of Research and Analysis (ORA), Competitive Service Division

DATE: 11/1/2001

As a result of the tragedy on September 11, 2001, One Judiciary Square (441 4th St. NW) has implemented new security procedures for the delivery of applications/proposals to our office. Please follow the procedures below to ensure that your applications are delivered to our office efficiently and on time.

Applicants should allow at least one hour **before the 5:00 p.m. deadline to clear the security checkpoints**. ORA will not be held responsible for applications/proposals that are not received as a result of noncompliance with these new security delivery procedures.

APPLICANTS THAT ARRIVE AT 441 4TH STREET, NW BY OR BEFORE 4:00 PM SHALL COMPLETE THE FOLLOWING PROCEDURE:

1. Enter through the rear of the building at the loading dock.
2. Mailroom Security will screen application/proposal packages.
3. The applicant will then be escorted upstairs to Suite 400 South.
4. ORA Staff will accept and sign for application/proposal packages

****Applicants, couriers, or other delivery persons must not drop off packages in the mailroom****

APPLICANTS THAT ARRIVE AT 441 4TH STREET, NW BETWEEN 4:00 PM – 5:00 PM SHALL COMPLETE THE FOLLOWING PROCEDURE:

1. Enter through the front of the building (main lobby).
2. Follow the procedures # 2 – # 4 listed above.

****Applicant who arrive after 5:00 p.m. will not be allowed to come upstairs, and applications/proposals will not be accepted****

For further explanation of these new procedures, please contact ORA at (202) 727-7775.